

MEMORANDUM

SUBJECT: OCFO's Guidance on Regional Plans, National Program Manager Guidance Updates, and the Annual Commitment Process and System

FROM: Lyons Gray /s/
Chief Financial Officer

TO: Assistant and Associate Administrators
Regional Administrators
Deputy Assistant and Associate Administrators
Deputy Regional Administrators

This memo transmits guidance to assist Agency managers and staff in program planning and priority setting for the upcoming year. The guidance focuses on four areas: development of new *FY 2007 Regional Plans*, updates to *FY 2005-2007 National Program Manager guidance*, reporting on FY 2006 performance commitments, and negotiations of agreement on FY 2007 performance commitments.

Development of *FY 2007 Regional Plans*, a new highlight of this year's guidance, will play a key role in our planning and accountability processes. *Regional Plans* will provide vital linkages between the Deputy Administrator's Eco-Regions, the Agency's annual performance plan, and the new organizational assessments. Over the past several months, many of you have provided insight and advice on the approach and direction of *Regional Plans* through the EPA-state Partnership and Performance Workgroup. I appreciate your input on this important topic.

The Agency continues to approach annual planning as part of a longer-range, 3-year cycle that corresponds with the development of EPA's *Strategic Plan*. Since FY 2007 is the last year of the FY 2005–2007 planning cycle, NPMs are asked only to update or amend their documents to reflect recent changes or shifts in priorities, strategies, or outputs. In addition, we fully expect NPMs to update annual performance measures for which commitments will be negotiated between NPMs and Regions in FY 2007.

Thank you for supporting our efforts to improve EPA's planning and budgeting processes and for your attention and adherence to this guidance. Should you have any questions, please contact Kathy O'Brien at 202-564-1167 or Tanya Mottley at 202-566-0818. I look forward to working with you as we plan for a successful FY 2007.

Attachment

cc: Marcus Peacock
Michael Ryan
Maryann Froehlich
Kathy Sedlak O'Brien
David Bloom
Judy Kertcher
Senior Budget Officers
Planning Contacts

OCFO's Guidance on Regional Plans, National Program Manager Guidance Updates, and the Annual Commitment Process and System

December 19, 2005

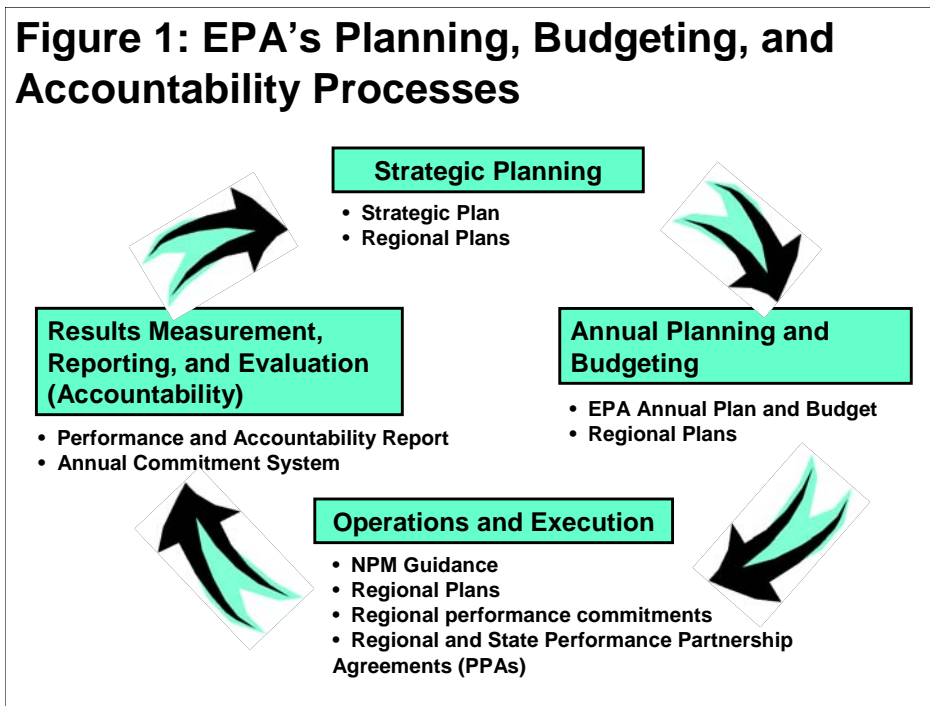
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I. Introduction

The Office of the Chief Financial Officer (OCFO) has prepared this guidance to sustain improvements to EPA's planning, budgeting, and accountability processes and strengthen collaboration with state and tribal partners with a goal of achieving improved environmental results. This document, similar to OCFO's *FY 2006 Operating Year Guidance* issued in January 2005, reflects consideration of evaluations completed in 2004 on the Agency's planning process improvements. The guidance focuses on four areas: development of *Regional Plans*, updates to *FY 2005-2007 National Program Manager (NPM) Guidance*, reporting on FY 2006 performance commitments, and negotiating agreement of FY 2007 performance commitments. A list of OCFO contacts (page 12) and a milestones chart (pages 12-13) are provided as reference.

Figure 1 illustrates how these various process and documents are linked together to support EPA's planning, budgeting, and accountability processes.



II. FY 2007 Regional Plans (replacing Regional Plans issued in 2004)

New *FY 2007 Regional Plans*, updated annually, will be used as accountability tools and to inform key national decisions. They will both inform the development of and flow from the Agency's *Strategic Plan*. *FY 2007 Regional Plans* will have a strong measurement component and will tie to the Office of Management and Budget's (OMB) Program Assessment Rating Tool (PART), the Agencywide Annual Commitment System (ACS), Program/Projects (an element of EPA's budget and accounting string and the Agency's unit for cost accounting), and EPA's Organizational Assessments (an element of EPA's Senior Executive Service (SES) appraisal process). Plans will be concise and will capture no more than 10 regional place-based or programmatic areas of focus (defined below). *FY 2007 Regional Plans* will replace the *FY 2005-2007 Regional Plans*. While *FY 2007 Regional Plans* will inform the work of the national programs, it will not preclude NPM work with the regions to develop annual targets and commitments not listed in *FY 2007 Regional Plans*.

Regional place-based or programmatic focus areas

Each region implements the work of national programs within their geographic area. Regions operate within the Agency's statutory authorities. However, each region has unique environmental, economic and political drivers that influence their work. Given these drivers, a region may choose to develop approaches that focus on particular problems or rely on particular programmatic solutions. Regional Plans will provide a venue for regions to showcase these place-based or programmatic focus areas and document how the results of these strategies are measured.

How will FY 2007 Regional Plans fit into the big picture?

FY 2007 and future Regional Plans will be a key component of the Agency's planning and accountability framework (Figure 2). As with all planning and budgeting activities, *Regional Plans* will be grounded in the *EPA Strategic Plan*. Regions will likely use the Regional Issue/Priority Papers on state and tribal priorities (submitted in September 2005 as part of the 2006-2011 *Strategic Plan* revision process) as they develop their *FY 2007 Regional Plans*.

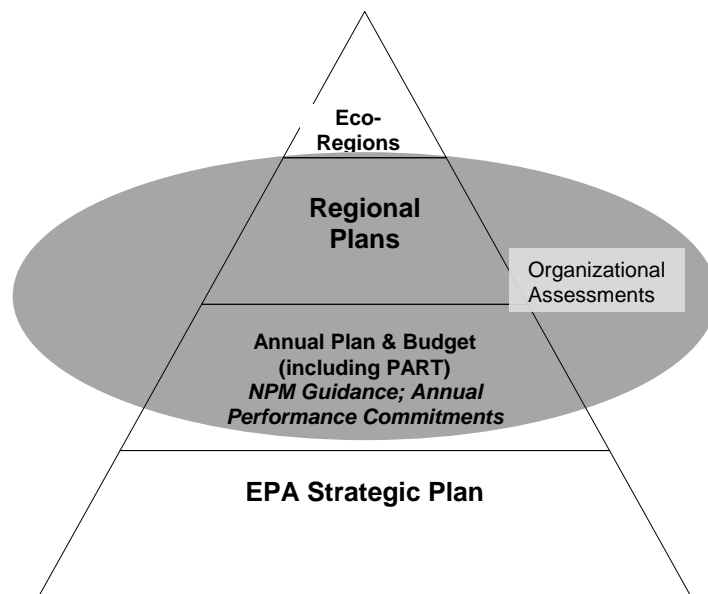


Figure 2
FY 2007 Regional Plans will also

draw from and influence other planning activities including: the FY 2008 Annual Planning and Budgeting Process, joint planning and consultation with states and tribes (including negotiation of Tribal Environmental Agreements (TEAs), Performance Partnership Agreements and Performance Partnership Grants, and FY 2007 regional performance commitments), and the issues of interest identified under the ongoing Eco-Region project¹. The *Plans* will identify measures that are linked to the Agency's planning and budgeting framework by identifying relationships between areas of focus and annual performance goals (APGs) and measures (PMs) (including PART measures), annual regional performance commitments, and Program/Projects.

Final *Plans* will be submitted to OCFO on **March 31, 2006**. This will allow the regions the opportunity to consider the draft updates to *FY 2005-2007 NPM Guidance* (to be issued in February, 2006). In turn, the *FY 2007 Regional Plans* can influence the development of final *FY 2007 NPM guidance Updates*, to be issued in April, 2006.

How will Regional Plans be used?

Regions	<ul style="list-style-type: none"> • Articulate to the Deputy Administrator, National Programs, OCFO, and state and tribal partners the key regional place-based and programmatic focus areas and where and how they will be addressed • Provide a basis for negotiations and discussions about trade-offs with NPMs on annual commitment targets • Serve as internal accountability tools to help regions measure progress toward achieving results in highlighted focus areas • Serve as a source for consideration during the development of the Organizational Assessments
States and Tribes	<ul style="list-style-type: none"> • Provide a venue to influence priorities highlighted to NPMs and the Deputy Administrator for national decision making.
National Programs	<ul style="list-style-type: none"> • Understand the key regional place-based or programmatic focus areas and where and how they are being addressed within a region • Inform the development of annual commitments and associated targets • Potentially inform the development of improved short-term and long-term performance measures
OCFO	<ul style="list-style-type: none"> • Provide input to FY 2008 budget formulation and execution
Deputy Administrator	<ul style="list-style-type: none"> • Assess the impact of environmental work in place-based areas

1. See Eco-Regions Memorandum issued by Marcus Peacock, November 23, 2005.

Format

FY 2007 Regional Plans will be short (a ten page *Regional Plan* will be adequate), executive level documents. Each *Plan* will have three sections.

1. Executive Summary. (1 page)

The Executive Summary will consist of a one-page statement (presented as a series of bullets) of **no more than 10** regional place-based or programmatic focus areas. This section will be organized by goal (as articulated in the *2006-2011 Strategic Plan*) and will outline key regional activities **for FY 2007**.

2. Context & Strategy. (no more than 10 pages)

The section will consist of **no more than one page** of narrative **for each focus area** listed in the Executive Summary. For each focus area, the region will answer the following questions:

- 1) What local environmental issues and geographic factors have led the region to focus on this area? What data led the region to select this activity as an area of focus?
- 2) How did joint planning with states and tribes result in the selection of this focus area? How will unique state and tribal priorities impact this focus area?
- 3) What strategy is the region employing to address this focus area?
- 4) How does this area relate to a national Strategic Goal, Objective and/or Sub-objective/Strategic Target? Does this area relate to an environmental indicator?

3. Measurement. (2-3 pages)

For each focus area listed, the region must describe how this work will be measured.

- 1) Where possible, the region should list the national FY 2007 **annual performance measure (PM) or measures** listed in the FY 2007 or prior year *NPM Guidance Updates* which correspond to each focus area. The region should also provide a **preliminary annual target for the measure** and **at least one projected out-year target**.

If the activity does not directly relate to an existing annual measure (as presented in FY 2007 or prior year *NPM Guidance Updates*) the region should provide the **desired outcome** of the activity along with an **annual measure of progress** including a **baseline and annual (FY 2007) target**. Regions should provide at least one projected **out-year target** for this measure. The region may provide **intermediate outcomes or outputs** for these annual measures. Regions should enter data for these region-specific measures into the ACS by **March 31, 2006**. Technical instructions and information about the ACS can be found at <http://intranet.epa.gov/ocfo/acs>.

- 2) Indicate the linkage between each focus area and corresponding **Program/Project(s)**
- 3) Indicate the linkage between each focus area and a corresponding **Annual Performance Goal(s) (APG) and PART measure(s)**.

II. National Program Manager Guidance

While the NPM Guidance was designed to cover 3 years, it is understood that NPMs may need to update or amend some sections to address the following topics: findings of the OMB's PART assessment; adjusted strategies as a result of new legislation, changes in administration policy, or changes in resource levels; or changes in performance measures for tracking performance. To minimize the reporting burden NPMs should strive for the smallest set of measures needed to demonstrate national program accountability, communicate results, and enable program planning and management.

FY 2005-2007 NPM Guidance issued in April 2004 and updated in April 2005 set out program priorities, strategies, and performance measures that regions were asked to meet to accomplish the goals established in EPA's *2003-2008 Strategic Plan*. *FY 2007 NPM Guidance Updates* should be developed under the *2003-2008 Strategic Plan* architecture, which is the basis for EPA's *FY 2007 Annual Performance Plan and Congressional Justification*. However, once the Agency submits the *2006-2011 Strategic Plan* to OMB on September 30, 2006, OCFO expects to execute the FY 2007 Enacted Budget under the revised *Strategic Plan* architecture. More information on EPA's *Strategic Plan* is available at <http://epa.gov/ocfo/plan/plan.htm>.

PART Considerations

Since 2002, 43 Agency programs have been assessed using OMB's PART. The findings of the PART assessments are essential inputs into EPA's annual planning and budgeting process and are used to influence program improvements and justify funding requests, management actions, and legislative proposals. OMB's PART guidance requires that GPRA/PART measures are consistent for reporting purposes (see page 3 of OMB's March 2005 PART Guidance). Ideally, NPMs will maintain a set of measures that includes all PART measures and the minimal set of additional measures required to track program activities. OCFO will issue PART-specific guidance in spring 2006 after the final list of programs to be assessed in 2006 is available from OMB.

It is important that NPMs consider the role of PART measures in the development of the FY 2007 performance measures for the *FY 2007 NPM Guidance Updates*. Specifically, NPMs should look for ways to use PART measures in the Agency's annual commitment process and include them in *FY 2007 NPM Guidance Updates*. Please note that information in the ACS is NOT restricted to any one type of measure (e.g., PART, etc.).

Guidelines and Milestones for Updates/Amendments to FY 2007 NPM Guidance

Consistent with the 2004 evaluations of planning process improvements and similar to guidelines discussed in OCFO's *FY 2006 Operating Year Guidance*, NPMs are asked to develop an executive summary in a consistent format, submit updated guidance to OCFO in a Section 508 compliant form for web posting, and meet process milestones.

Programs have the flexibility to update their guidance documents for FY 2007 in the

manner they believe most appropriate, such as through cover memos summarizing changes and amendments, or revised documents in which changes are highlighted. However, all updated *FY 2007 NPM Guidance Updates* should include the following elements:

- A paginated table of contents, with subheadings or descriptions as appropriate.
- An Executive Summary that highlights changes from *FY 2006 NPM Guidance Updates* that will be most important to regions, states, and tribes. **Attachment 1** provides a template for the Executive Summary.
- A brief synopsis of the NPM's feedback process.
- FY 2007 Annual Commitment Measures (and other measures, including non-commitment indicators, that require reporting by the regions) in a stand-alone appendix for easy reference. NPMs are strongly encouraged to include draft national targets for FY 2007 measures, as well as draft regional targets to the extent that NPMs wish to communicate initial performance expectations based on discussions already underway with regions.

Draft *FY 2007 NPM Guidance Updates* are due to OCFO by **Friday, February 17, 2006** and will be posted on OCFO's website approximately 2 business days after each document is received in the correct format, as discussed in the sidebar. Final updated or revised guidance is due by **Friday, April 14, 2006** and will be posted in a similar process as the draft guidance.

Distribution of *FY 2007 NPM Guidance Updates* will be handled as in the past: OCFO will e-mail the OCFO website link to NPMs, regions, states and tribes so that proposed changes in priorities, strategies, and measures can be considered for all national programs concurrently.

OCFO's schedule of milestones on pages 12-13 allows approximately 4 weeks for regions, states, and tribes to review and comment on the *FY 2007 NPM Guidance Updates*. Throughout this time, NPMs are encouraged to engage in a dialogue with regions, and states and tribes as appropriate. NPMs also have additional time to consider and address comments and suggestions as they finalize the documents. NPMs are expected to establish a clear, systematic feedback process to inform stakeholders about how their comments were considered, and OCFO requests that NPMs provide a brief synopsis of their feedback process in the draft guidance updates. **Attachment 2** provides a template for NPMs to list the providers of comments and to

***Web posting
information for FY07
NPM guidance updates***

NPM should submit draft and final NPM guidance documents to OCFO in a PDF format that is compliant with Section 508 of the U.S. Rehabilitation Act.

"Section 508" requires that all Federal Government web pages are accessible to people with disabilities. In an effort to expedite the posting of the documents to OCFO's website, NPMs should follow these guidelines in accordance with EPA Order 2100.1.

For more information:

- [Government-wide Section 508 Information](#)
- [EPA Order 2100.1](#) (PDF file)
- [EPA Web Workgroup Accessibility/508 Standards](#)

summarize key comments, due to OCFO by **Friday, April 14, 2006** with the final *FY 2007 NPM Guidance Updates*.

Strengthening State Grant Workplans

In recent years, states and EPA have worked together to develop better performance measures and enhance the alignment of state grant workplan goals and measures with EPA's *Strategic Plan* architecture. These improvements have enhanced the Agency's ability to demonstrate grant results to OMB, Congress and the public. It is important that EPA and the states build on these efforts to ensure that state grant workplans meet the basic requirements necessary to facilitate the translation of state grant results into the Agency's strategic and annual planning, budgeting, and accountability processes.

Specifically, NPMs should consider how they would like regions and states to address the important issues of grant workplan components and performance measures. EPA grant regulations in 40 CFR Part 35 require workplans to include a set of components, with corresponding budgets, workyears, and measures (i.e., outcomes and outputs) for each workplan component. NPMs are encouraged to provide examples of measures for specific grants as appropriate (e.g., options for short-term/long-term outcome measures). Consistent with EPA's efforts to demonstrate grant results, NPMs and regions, in cooperation with their state and tribal partners, also should consider developing generally acceptable core workplan components or core workplan measures that regions and states could agree to use as a basis for developing and negotiating their workplans.

Per EPA's Order 5700.7 on Results under EPA Assistance Agreements, effective January 1, 2005 (available at <http://www.epa.gov/ogd>):

"It is EPA policy, to the maximum extent practicable, to: 1) link proposed assistance agreements to the Agency's Strategic Plan/GPRA architecture; 2) ensure that outputs and outcomes are appropriately addressed in assistance agreement competitive funding announcements, workplans and performance reports; and 3) consider how the results from completed assistance agreement projects contribute to the Agency's programmatic goals and objectives."

IV. Annual Commitment Process and System

Established in 2004, EPA's Annual Commitment System (ACS) contains regional performance commitment information that is negotiated each year between regional and NPM offices, as well as headquarters/region-only measures and other measures that may require reporting by the regions. In 2005 OCFO oversaw the development and implementation of a new performance tracking feature in the ACS to support the entry and tracking of actual performance data against agreed-upon annual regional performance commitments. ACS information is also a source for consideration in developing Organizational Assessments, a component of the SES performance appraisal process managed by EPA's Office of Administration and Resources Management.

This section discusses requirements associated with the annual commitment process, including linkages between regional performance commitments and national APGs, performance tracking of FY 2006 commitments, and the negotiation of FY 2007 performance commitments. User manuals, training materials, key dates and contacts, and other information about the ACS can be found on OCFO's intranet website at <http://intranet.epa.gov/ocfo/acs>.

Linking annual commitments in the ACS with national goals and measures

NPM and regional offices should identify the association between each annual performance commitment in the ACS with the lowest level possible (e.g., APG and PM) in EPA's *Strategic Plan* Architecture. It is essential for effective performance tracking that annual performance commitments and GPRA/PART measures be linked at the most specific level possible. Technical information can be found on OCFO's intranet website at <http://intranet.epa.gov/ocfo/acs>.

Performance tracking of FY 2006 actuals

As discussed in OCFO's October 6, 2005 Annual Commitment System guidance, agreement on all FY 2006 performance commitments should have been reached by September 30, 2005. In general, OCFO encourages regions and NPMs to adhere to the commitments they agreed to for FY 2006, and to take advantage of the "Comments" field on the results screen in the ACS to raise performance issues or explain differences that occur between an FY 2006 commitment and actual performance. Consideration of actual performance achieved against FY 2005 and 2006 annual regional performance commitments will inform the Agency's thinking about priorities for FY 2008 planning and budgeting and FY 2007 regional performance commitments. States and tribes currently can view regional reports showing the final set of FY 2006 agreed-upon commitments (those with the "Parties in Agreement (bidding closed)" box checked) on EPA's password-protected external Quickplace website (<https://epaqpx.rtp.epa.gov/commitments>). More information about the Quickplace website is provided in **Attachment 3**.

Look for more information about the FY 2006 annual commitment MID-YEAR process in OCFO's *FY 2008 Annual Planning and Budgeting Guidance* (to be issued in spring 2006), and more information about the FY 2006 annual commitment END-OF-YEAR reporting process in OCFO's *FY 2006 Performance and Accountability Report Guidance* (to be issued in summer 2006).

The performance tracking capability of the ACS has been enhanced with the ability to run reports relevant to NPMs and regions. There are currently two systems available to run reports: the ACS itself, and the OCFO Reporting and Business Intelligence Tool (ORBIT). Reports from each tool are similar in content but array the information differently on the page. More information about reports available from the ACS and ORBIT can be found on the ACS intranet website at <http://intranet.epa.gov/ocfo/acs> in "Training Materials, Handouts."

Data quality in the ACS is vital since performance results inform the Agency's annual

planning, budgeting and accountability process. As FY 2006 progresses, OCFO will conduct several quality checks within the ACS, including ensuring that NPMs have linked FY 2006 commitments to APGs in the Agency Budget Automation System (BAS) as appropriate, and that FY 2006 annual commitments are appropriately agreed upon in the ACS. For those NPMs who prefer to import FY 2006 actual performance data from existing NPM databases into the ACS, OCFO has developed an import format with instructions to facilitate this process. More information on the data import process can be found on the ACS intranet website at <http://intranet.epa.gov/ocfo.acs> in “Training Materials, Handouts.”

Negotiation and agreement of **FY 2007** performance commitments

As the Agency did for FY 2006, regions will set draft and final performance commitments for FY 2007 jointly with NPMs, states, and tribes. National program measures and regional commitments will be entered into the ACS, along with any comments or explanations. As discussed on page 6 of this guidance, FY 2007 performance commitment information will be entered in the ACS under the *2003-2008 Strategic Plan* architecture. OCFO will develop a crosswalk for the annual performance measures to the *2006-2011 Strategic Plan* architecture for use once FY 2007 is underway.

For all NPMs with information in the ACS, OCFO has copied FY 2006 measures in the ACS as draft FY 2007 measures, which will be available in early January, 2006 for NPMs to edit or delete (or add additional FY 2007 measures) as needed to reflect changes. OCFO also has copied the same measure assignments for regions and partners associated with each measure, but without any FY 2006 performance information. Negotiations may begin as soon as NPMs have finalized their measures in the system to allow regions sufficient time to consult with their states and tribes. The text of the FY 2007 annual commitment measures should be finalized by NPMs in the ACS no later than **Friday, April 28, 2006**, two weeks after final *FY 2007 NPM Guidance Updates* are due to OCFO.

Draft FY 2007 regional performance commitments are due in the ACS no later than **Monday, July 10, 2006**, and should reflect Deputy Regional Administrator (DRA) approval. Similar to the FY 2006 operating year process, OCFO will run a report of draft FY 2007 commitments for states and tribes to view on EPA’s password-protected external Quickplace website (<https://epaqp.rtp.epa.gov/commitments>). The reports (sorted by region and by NPM) will include state-by-state and tribal breakout information for each annual commitment where available, as well as the contents of the latest comment field from each region.

By default, all NPM measures and corresponding draft regional commitments in the ACS will be included for sharing with states and tribes unless NPMs indicate otherwise via the “Public Access” field in the ACS. NPMs can exclude reporting of certain measures and their draft commitments, for which broader dissemination is not appropriate, by un-checking the “Public Access” box for the corresponding measure in the ACS. The “Public Access” box is found on the NPM’s Data Entry/Edit screen of the ACS.

The reports of draft FY 2007 regional performance commitments will be sent to EPA

planning contacts for review for accuracy. OCFO will then post the reports on the Quickplace website for state and tribal partners to view no later than **Monday, July 17**. Please note that these reports will represent a snapshot of negotiations as of July 10; OCFO expects negotiations to continue throughout the summer (e.g., ongoing dialogue between headquarters, regions, states, and tribes). States and tribes are encouraged to review and provide comments to appropriate regional offices on the draft commitments before agreement is reached on the final performance commitments. More information about the Quickplace website is provided in **Attachment 3**.

Regions should enter final FY 2007 commitment bids in the ACS no later than **Friday, September 22, 2006**. NPMs and regions should come to agreement on the final FY 2007 commitments by **Monday, October 9, 2006**. It is important that DRAs remain informed throughout this process, as all final commitments should reflect DRA approval by the September 22 deadline. NPMs are encouraged to consider and respond to all regional commitments within 2 weeks from the time in which they are entered into the ACS. OCFO will run a report of final agreed-upon FY 2007 commitments to be posted on OCFO's password-protected external Quickplace website (after review for accuracy by EPA planning contacts) no later than **Friday, October 13, 2006**.

For FY 2007, regions should, to the extent possible, develop state-by-state and tribal breakouts of draft targets and final commitments and use the ACS to reflect these breakouts. State-by-state and tribal breakouts provide additional transparency to the commitment process and allow state and tribal partners to clearly see their contributions to achieving a regional commitment. This information may be useful to inform discussion of focus areas identified in the *Regional Plans* and the Deputy Administrator's Eco-Region project. Instructions to the regions for developing state and tribal breakouts are available in the Regional Users Manual for the ACS, available at <http://intranet.epa.gov/ocfo.acs>.

Program and regional managers should elevate disputes or issues requiring resolution up their appropriate management chains to DAAs and DRAs. Specifically for the FY 2007 agreement process, NPMs and regions should notify OCFO's Valerie Green (green.valerie@epa.gov) of any issues requiring dispute resolution no later than **Friday, September 29, 2006**. Issues to be raised by September 29 should have gone beyond staff and front-line management discussions so that the dispute resolution process is under way by the time OCFO is notified.

OCFO Contacts: *Please direct questions on this guidance to the following OCFO staff:*

- General information..... Tanya Mottley (202-566-0818)
- National Program Guidance..... Valerie Green (202-564-6642)
- Regional Plans Wendy Lubbe (202-564-3827)
- Annual Commitment System (general) Tanya Mottley (202-566-0818)

- Annual Commitment System (technical)..... Billy Faggart (202-564-3576)
- Program Assessment Rating Tool Tracy Clarke (202-564-2901)

Timetable of Key Milestones

- Abbreviations: *RP* = Regional Plans, *G* = NPM Guidance, *ACP* = annual commitment process

- Please note that NPM/Regional action items are designated in all CAPS.

Target date		FY	Milestone	Comment
December 19, 2005	RP, G, ACP	06, 07	OCFO's Guidance on Regional Plans, NPM Guidance Updates, and the Annual Commitment Process and System	
Early Jan., 2006	ACP	07	OCFO copies FY 2006 measures in the ACS as draft FY 2007 measures	<i>NPMs edit as needed</i>
Jan. – Sept., 2006		08	FY 2008 planning and budgeting discussions	
February 17, 2006	G	06, 07	DRAFT <i>FY 2007 NPM GUIDANCE UPDATES</i> DUE; Updates should be in 508 compliant PDF format and include: <ul style="list-style-type: none"> • A paginated table of contents • A brief synopsis of the NPM's feedback process • An executive summary according to Attachment 1 • A stand-alone appendix of annual performance measures 	<i>NPMs submit to OCFO for distribution</i>
When rec'd + 2 business days	G		Draft <i>FY 2007 NPM Guidance Updates</i> posted on OCFO's internet webpage	<i>OCFO distributes website link</i>
March 1 - March 31, 2006	G	06, 07	REGIONS, STATES, AND TRIBES PROVIDE COMMENTS ON DRAFT FY 2007 NPM GUIDANCE UPDATES	<i>Comments go directly to NPMs</i>
March – April, 2006	ACP	06	ACTUAL FY 2006 MID-YEAR DATA ENTERED IN THE ACS	<i>Regions enter data</i>
March 31, 2006	RP	07	REGIONAL PLANS DUE (along with unique Plan measures in the ACS)	<i>Regions submit to OCFO for distribution and enter unique measures into the ACS</i>
March – July 1, 2006	ACP	07	REGIONS ENGAGE NPMs, STATES, AND TRIBES IN DETERMINING FY 2007 DRAFT REGIONAL PERFORMANCE COMMITMENTS	
April 14, 2006	G	06, 07	FINAL <i>FY 2007 NPM GUIDANCE UPDATES</i> DUE; Updates should be in 508 compliant PDF format and include: <ul style="list-style-type: none"> • A paginated table of contents • A brief synopsis of the NPM's feedback process 	<i>NPMs submit to OCFO for distribution</i>

			<ul style="list-style-type: none"> • An executive summary according to Attachment 1 • A stand-alone appendix of annual performance measures • A completed Attachment 2 	
When rec'd + 2 business days	G	07	Final FY 2007 NPM Guidance Updates posted on OCFO's internet webpage	OCFO distributes website link
April 28, 2006	ACP	07	TEXT OF FY 2007 COMMITMENTS FINALIZED IN THE ACS	NPMs finalize text
July 10, 2006	ACP	07	FY 2007 DRAFT REGIONAL PERFORMANCE COMMITMENTS DUE IN THE ACS	Regions provide draft commitments in ACS, and should, to the extent possible, include draft state-by-state and tribal breakouts.
July 10 – September, 2006	ACP	07	REGIONS CONTINUE TO ENGAGE NPMs, STATES, AND TRIBES IN DETERMINING FY 2007 REGIONAL PERFORMANCE COMMITMENTS	The draft commitments are a snapshot in time. It is expected negotiations will continue through the summer.
July 17, 2006	ACP	07	FY 2007 draft annual regional performance commitments are posted on EPA Quickplace	OCFO runs reports of draft commitments for planning contacts to proof, distributes password information
September, 2006		08	Agency submits FY 2008 Annual Plan and Budget	
September, 2006	ACP	06	REGIONS ENTER ACTUAL FY 2006 END-OF-YEAR DATA IN THE ACS	Regions enter data
September 22, 2006	ACP	07	FY 2007 FINAL COMMITMENT INFORMATION DUE IN THE ACS	Regions enter final bids
September 29, 2006	ACP	07	NPMs AND REGIONS NOTIFY OCFO OF ANY OUTSTANDING ISSUES (DISPUTE RESOLUTION)	Contact Valerie Green (green.valerie@epa.gov)
October 9, 2006	ACP	07	NPMS AND REGIONS REACH AGREEMENT IN THE ACS ON FY 2007 PERFORMANCE COMMITMENTS	NPMs and Regions agree and close-out the bidding
October 13, 2006	ACP	07	FY 2007 final commitments (for which agreement was reached) are posted on EPA Quickplace	OCFO distributes password information

Attachment 1

Template for Executive Summary of National Program Guidance

EPA's internal evaluation of changes made to our planning process for FY 2005 indicated that short, consistently formatted executive summaries of National Program Guidance would make these documents easier for national program and regional offices, states, and tribes to use. In response to this finding, OCFO is asking each NPM to update an Executive Summary of its FY 2005-2007 National Program Guidance which was prepared last year following the format outlined below. To be useful, Executive Summaries should be as brief as possible, not exceeding 3 pages. Highlighted sections reflect new requirements instituted this year.

Outline for Executive Summary

- I. Program Office
- II. Introduction/Context

Briefly describe purpose and scope of the guidance. Note whether this document reflects amendments, updates, or other revisions to the FY 2005-2007 National Program Guidance issued in April 2004 or if (with the exception of the revised Executive Summary) it remains unchanged.
- III. Program Priorities

List program priorities for FY 2007. As appropriate, note where priorities have shifted and explain why. Describe which areas within each priority could especially benefit from feedback from regions, states, and tribes.
- IV. Implementation Strategies

As appropriate, highlight innovative strategies or alternative regional approaches. Note strategies that may have been added or changed as a result of regional changes or shifts in priorities or staffing for FY 2007. Describe which areas within each strategy could especially benefit from feedback from regions, states, and tribes.
- V. Tracking Progress

Briefly discuss how you will monitor program progress.
- VI. Program Contacts

List program contacts for 1) General questions or comments and 2) the Annual Commitment System.

Attachment 2

Feedback Received on draft *FY 2007 National Program Guidance Updates*

DUE: April 14, 2006 to OCFO

NPMs should provide:

- 1. A list of organizations (regions, states, tribes, NGOs, etc.) that submitted comments.*

- 2. A summary of key comments received on draft FY07 NPM Guidance updates, not to exceed 1 page.*

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OCFO will post reports of the FY 2007 Regional draft performance commitments for EPA's State and Tribal partners to review no later than **July 17, 2006**. Ten reports (one for each Region) will be available via a password-protected QuickPlace site that can be accessed by non-EPA users. Each report includes Regional draft commitments for performance measures that reflect a State and/or Tribal contribution, drawn from the FY 2005 - 2007 National Program Guidance documents updated in April 2006.

Background Information

Over the last year EPA continued to develop a more streamlined and transparent process for National Programs and Regions to reach agreement on annual performance commitments. Following the issuance of FY 2005-2007 National Program Guidance documents updated in April 2006, the Regions began engaging National Program Managers, States, and Tribes in the process of determining draft annual performance commitments. This annual commitment process synchronizes the development of draft regional and final commitments to enable senior Regional managers to review performance commitments across the five National Programs concurrently and make more informed decisions.

States and Tribes are encouraged to review and provide comments to appropriate Regional offices on the draft commitments before agreement is reached on the final performance commitments. EPA will use the same website as last year to facilitate review of the draft commitments proposed by each Region, with detailed instructions below.

Instructions for Accessing the EPA Regional Commitments Website

- 1) Go to <https://epaqp.rtp.epa.gov/commitments>
- 2) Enter your user name and password when the pop up screen appears.
User name: Commitments Visitor
Password: **Password to be sent separately.**
NOTE: The Password is case sensitive and expires after 90 days
- 3) The first screen you will see is the main page, or **Welcome** page, which contains basic information about the website and is automatically displayed upon entering the site.
NOTE: The site works best with an Internet Explorer web browser.
- 4) The **Library** page contains the files of draft target reports. This page can be accessed by clicking Library under the Contents on the left side of the screen.
- 5) Within the Library page, files of the draft targets are titled by Region and contained under the heading "**Draft Regional Performance Commitments.**" Click on this heading to view a listing of the files. Files may be downloaded or viewed and printed.
- 6) The files are saved as **PDF documents** and an Adobe Acrobat Reader is required to view them. A link is available on the site to download a free copy of Acrobat® Reader.